

Without leaving your office, acquire a rock-solid plan for uncovering workplace policy pitfalls before an aggressive plaintiff's attorney does it for you.

# HR Self-Audit Virtual Summit: Find and Fix Employment Practice Flaws NOW

Live Online: November 18, 2009 • 9:45 a.m.-5:00 p.m. (CT)



Are your HR policies preventing or enabling legal entanglements? Invest just one day in learning how to find and correct hidden problems in your workforce management practices and policies before they turn into expensive headaches. Experienced attorneys will show you how to conduct a thorough audit of your:

- Hiring decision-making practices
- Compensation policies
- Documentation and discipline procedures
- Health and retirement benefit plans
- Employee termination policies
- And more!

Smart HR managers don't assume that their employee management rules and policies are up-to-date with the latest employment law developments – they conduct periodic audits to ensure compliance. Learn the best ways to execute your own management checkup when you participate in this Internet-based live conference.

## Agenda

### Finding Holes in Your Hiring Practices

9:45 a.m. - 10:30 a.m.

You'll benefit from an overview of key areas where policies and practices might be out of compliance, including:

- Job descriptions: Making sure they are complete, consistent, and up-to-date
- Interviewing: Are your managers asking forbidden questions?
- Background checks: When you should and shouldn't, and to what extent
- Pre-employment testing: Tests you can and should conduct, and when
- Work eligibility: Latest details on compliance with I-9 and E-Verify

Break: 10:30 a.m.-10:45 a.m.

### Fortifying Your Defenses Against Workplace Discrimination

10:45 a.m. - 11:30 a.m.

In this segment, we'll discuss key areas where your HR policies, if not stated and practiced properly, can lead to difficult and expensive discrimination claims, including:

- Uncovering potential violations
- Americans with Disabilities Act: Reviewing policies for the most recent changes
- Determining if practices unintentionally benefit younger workers at the expense of those in a protected class

- Military status: Your obligations to employee service members
- Are you running the risk of sparking a discrimination claim for sexual orientation, gender identity, genetic information... even gun ownership?

### Compensation Crackdown: 10 Things to Double-Check Now

11:30 a.m. - 12:15 p.m.

In this rapid-fire session, you'll learn how to audit 10 payroll policy areas that often trip up employers, including:

- Independent contractors
- Exempt employees
- Temps
- Volunteers
- Accounting for breaks, travel time, preparatory activities and employee training
- Employees working "on call" or off the clock
- Paying appropriate state, federal, and local minimum, living, or prevailing wages
- Properly compensating tipped employees
- Accounting for and compensating for overtime hours
- Deductions for absences or workplace misconduct

Extended Conference Break: 12:15 -1:15 p.m.

### Documentation Dilemmas: What Records to Keep...Store...Toss

1:15 p.m. - 2:00 p.m.

Unless you have the luxuries of unlimited storage, impeccable

(continued)



This program has been approved for 5.5 recertification credit hours through the HR Certification Institute. For more information about certification and recertification, please visit the HR Certification Institute website at [www.hrci.org](http://www.hrci.org).



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organizational skills, and time to maintain those records, you need to determine which employee records you wish, and need, to keep. Learn:

- Recordkeeping dos and don'ts
- Protected health information: Keeping data properly separated from other files
- Time limits: How long to keep payroll records, resumes, and performance evaluations
- Electronic files: Which records to store electronically, and how to keep systems secure
- Employee access: When to allow employees access to their personnel files

### Health Care & Retirement Benefits: Staying Compliant With Future Changes

2:00 p.m. - 3:00 p.m.

Learn how to adjust your benefits policies to remain in compliance. In this session, our speakers will deliver guidance on several key benefits areas, including:

- Compliance with recent legislative changes on mental health parity, Michelle's Law, CHIPRA special enrollment
- COBRA: Providing the proper documentation and coverage to current and former employees and their family members
- Complying with the new COBRA rules in the stimulus bill
- Auditing policies regarding an employee-benefit plan covered by ERISA
- HIPAA: Keeping policies compliant with the privacy, portability and non-discrimination provisions
- Compliance with the changes made by the HiTech Act
- Retirement Plan ABCs and 123s: Managing your 401(k), 403(b), or 457(b)

### Are Your Firing Practices a Breeding Ground for Lawsuits?

3:00 p.m. - 3:45 p.m.

Solid, detailed policies and procedures for handling employee terminations can serve as an invaluable road map during what may be an extremely stressful, even emotionally charged time. Make sure that your policies aren't steering you on the wrong course. In this segment, we'll cover:

- Ensuring that voluntary resignations are truly voluntary, rather than a breeding ground for future litigation
- Auditing nondisclosure, noncompete, or similar agreements
- Policies to prevent discriminatory selection for layoff and compliance with state and federal WARN Acts, if necessary
- Benefits related issues in severance and voluntary separation arrangements

- Exit interviews
- Complying with COBRA, state unemployment laws, and other post-employment requirements

### The (Forgotten) Workplace Policies That You Must Get Right

3:45 p.m. - 4:30 p.m.

If you've thoroughly planned for every employment-related eventuality with a comprehensive workplace policy, how can you ensure that these policies are also fair and legal? This session will show how to audit specific rules and requirements relating to:

- Employee handbooks: Auditing to see if yours makes promises you can't keep
- Your drug-free workplace
- Workplace violence and crisis management
- Computer use policies: What can, and should, you monitor, and how should you do so?
- Leave policies: Compliance with federal and state laws on family, medical, and military leave

### Q & A with Expert Panel

4:30 p.m. - 5:00 p.m.

#### About Your Virtual Conference Faculty:

Attorney **Stacie L. Caraway** with Miller & Martin concentrates her practice in the areas of labor and employment. She develops, reviews, and updates human resource policies, supporting contracts and materials; and represents clients in labor arbitrations, EEOC and state human rights commission investigations, settlement mediations and lawsuits.

Attorney **Ashley Gillihan** with Alston & Bird focuses his practice exclusively on health and welfare employee benefit compliance and litigation issues for employers and health plan administrators. He also has experience assisting financial institutions and insurance companies who serve as Health Savings Account trustees or custodians.

Attorney **John B. Phillips** with Miller & Martin served as Vice President and Deputy General Counsel for Labor & Employment with Coca-Cola Enterprises Inc. He has coordinated comprehensive employment audits for companies with nationwide facilities, and he coordinated significant downsizings of major corporations.

Attorney **Bradd N. Siegel** with Porter Wright Morris & Arthur LLP has defended management clients against claims brought under state and federal employment discrimination statutes, ERISA, Section 301 of the LMRA, and state wrongful discharge law. Mr. Siegel was elected a Fellow of the College of Labor and Employment Lawyers in 1999.



**BEST VALUE:** participate in this live event and request your DVD recording for future reference and training!

REGISTRATION FORM - FOR ASSISTANCE, CALL 800-274-6774.

**YES!** We need to make sure our policies and management strategies are ready for the very latest legislative changes, court decisions, regulations, and employee challenges. Please register our organization for **HR Self-Audit Virtual Summit: Find and Fix Employment Practice Flaws NOW** risk-free. I understand that there is no limit to the number of colleagues at my organization who can participate and that if we are in any way dissatisfied, we are entitled to a complete refund. I also understand that I can get a DVD recording of this event for future training and reference.

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